

APPENDIX - SCOPES OF WORK

Submittal due date – June 20, 2003 (Disciplines 1 through 11)

CITY/COUNTY/PORT

2004 CONSULTANT ROTATION LIST

General Note Concerning Design Services for Plans, Specifications & Engineer's Estimates (PS&E's): County of San Diego typically requires consultants to use current version of AutoCad 14 and Softdesk 8 for preparation of engineering design plans. Effective January 2002 acceptable alternative software for new design projects will be current version of AutoCAD Land Development Desktop Release 2i including Autodesk Civil Design 2i.

General Note Concerning Environmental Services: Any individuals preparing Environmental documents for the County of San Diego must be on the County Department of Planning & Land Use (DPLU) pre-approved list. Contact, Mario Covic (Environmental Consultant List Coordinator), County of San Diego, DPLU at (858) 694-3055, for instructions and applications or visit <http://www.sdcountry.ca.gov/dplu/docs/eclapp.doc> for details.

1. AIRPORT ENGINEERING SERVICES

Consultants shall be firms that specialize in providing airport engineering services. Consultants shall have proficiency in airport engineering projects funded by the Federal Aviation Administration. Consultants shall perform specialized airport engineering services that are generally of a civil and/or electrical engineering nature. Engineering services will include the preparation of plans, specifications, and cost estimates for a variety of airport capital improvements, signage, striping, lighting, navigational aids, and the performance of drainage studies. Consultants shall have demonstrated ability to prepare and update airport layout plans, make presentations at public meetings, provide consultation and advice during all phases of bidding and construction, provide construction inspection services, prepare "as-built" plans and documents, prepare technical data to facilitate construction change orders, perform plan checking, review, approve contractors submittals, and prepare feasibility studies.

1. COMMUNITY RELATIONS

The consultant will provide or assist in services necessary to develop and provide a Public Information and Outreach Program for the City, County or Port. The Community Relations Consultant will implement on-going public information and outreach services, which may include, but are not limited to:

A. Public Information Program

Based on California Urban Water Conservation Council's Best Management Practice #7 – Public Education, assist staff in developing and implementing an active public information program to promote and educate customer. The program will include communicating information to, and receiving information from community target audiences.

- a. *Public Speaking Events.* Work with staff to promote projects and related benefits through the provision of speakers to employees, community groups, and the media.

- b. *Media Events.* Assist staff in providing media outreach to trade publications and local newspapers/publications and related benefits.

B. Paid/Public Service Announcements

Assist staff in developing and delivering public information messages and announcements through the use of various paid and public service advertising.

C. Reporting and Tracking

Develop appropriate internal and external tracking mechanisms to measure and report on all efforts relating to work performed in relation to tasks. For example: quantify the number of contacts made; number of public speaking events conducted/organized/supported; number of paid or public service announcements prepared/delivered.

D. Meetings and Presentations

Attend appropriate meetings, including City Council sessions, Board of Supervisors meetings, or Port Commission meetings, staff meetings and community meetings. Support or make presentations as required.

E. Written Materials

Work with staff to write and develop newsletters, brochures and fact sheets as related to Public Information and Outreach Programs.

F. Marketing and Public Relations

Develop and support general marketing and public relations activities as requested.

G. Outreach and Response

Communicate with media and other groups and associations as needed. Field calls from the public, facilitate response, and conduct follow-up as needed. Outreach to other groups and associations as needed.

H. Coordination

Assist in coordination with other governmental agencies, industry groups, public interest groups and the media regarding water conservation milestones, innovations and accomplishments.

2. **CONSTRUCTION MANAGEMENT SERVICES:**

Consultants must have experience, knowledge, and familiarity with Public Works Construction Management Services to include, but not necessarily be limited to: Public Works Construction Inspection, Public Works Construction Management, and Public Works Construction Contract Administration. Prospective firms shall indicate the qualifications, experience, licenses, certificates, and academic degrees that their employees, who will be performing these services, possess.

Emphasis is placed, where applicable, on experience, knowledge, and familiarity with State Public Code; Labor, and applicable Civil, Government, and Business Codes; Standard Specifications for Public Works Construction and Caltrans administrative sections, as well as their material and performance sections; various building codes including but not limited to UBC, UPC, UMC, UFC, and NEC, as well as American's with Disabilities Act (ADA) requirements, and California Administrative Code, Title 24; and the various trades involved with site and structural construction. Communication, documentation and organizational skills are essential.

The consultant must submit a separate SOQ for each Public Works Construction Management Services sub-discipline for which the consultants applies. That is, the consultant must apply for Construction Inspection on one SOQ and Construction Management on another SOQ and Contract Administration on another SOQ. Therefore, if applying for all sub-disciplines, submit three separate SOQs. Indicate (after the discipline title of Construction Management Services) the sub-disciplines (A, B or C), followed by the name of the sub-discipline for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. PUBLIC WORKS CONSTRUCTION INSPECTION

Emphasis is placed on your inspector's experience, knowledge, certificates, licenses, and familiarity with the various types of construction and trades, including but not limited to grading, roads, concrete, underground utilities, erosion control, structures, irrigation, and landscaping, etc., for various public facilities including but not limited to Parks and Recreation facilities, Community Centers, Schools, Transit Center, Jails, Offices, Sewer Stations, Airports, Public Roads, etc. Discuss the size, value, and complexities of the Public Works Construction projects your inspectors have been responsible for, the inspectors responsibilities and authority, difficulties encountered and dealt with, and their abilities to anticipate, see and assist in preventing problems before they occur and correcting them after the fact.

B. PUBLIC WORKS CONSTRUCTION MANAGEMENT

The City, County, and Port of San Diego (Agencies) are seeking qualified Construction Management (CM) consultants to provide construction management expertise in support of Agencies' Project Manager's responsibility for oversight and reporting. The CM will provide liaison services between the Project Manager and general contractors and consultants. To assist the Project Management staff, it is anticipated that CM Services will be required for a variety of larger single site projects and for a mix of multiple site smaller repair and remodel projects.

- a. The CM will make recommendations, monitor the services of the other agency consultants and represent the agency in the Project relationships with general contractors and consultants.
- b. As agents to the City, County, and Port, the CM will assume a staff relationship with the Agencies and will act only with such authority as specifically delegated by the Agencies. The CM will have no authority to commit the Agencies to work, cost or schedule modifications.
- c. Management of design professionals: Prepare RFPs, prepare RFIs, and negotiate contracts.
- d. Oversee design services: Conduct, research, prepare architectural / civil design programs, ensure compatibility with Agency requirements, and code compliance design review on small-scale

projects.

- e. Public bidding process: Establish pre-bid construction schedule, conduct pre-bid conference, prepare bid package, issue and or coordinate addendums.
- f. Develop Construction Management/Construction Administration procedures: communications, document control, project meetings.
- g. Provide Construction Management and Quality Control: budget and schedule monitoring, review submittals, job progress reporting.
- h. Change Order Control: Claims avoidance, claim negotiation.
- i. Closeout activities: status reports: Determine final completion, punch list, final payment.

C. PUBLIC WORKS CONSTRUCTION CONTRACT ADMINISTRATION

Emphasis is placed on the types, sizes, and values of the Public Works Construction projects for which your contracts administrators/resident engineers have been responsible. State their duties, responsibilities, and authority; include the various phases of the bid and award processes; management of the construction and contingency budgets; cost proposal review and analysis; change order estimating, negotiation and approval; force account monitoring, documentation, review and approval; Labor and Equal Opportunity (EO) compliance, include employee interviews, certified payroll/prevaling wage management, etc; preliminary lien and stop notices; claims management and resolution; documentation, report, and letter writing skills; overseeing the inspector's work, etc. Discuss the complexities and difficulties encountered and dealt with; provide examples of your contract administrators abilities to anticipate, see and assist in preventing problems before they occur and correcting them after the fact.

4. ENVIRONMENTAL / BIOLOGICAL

Consultants shall have experience, knowledge and familiarity with Federal, State and local codes and regulations to include, but not necessarily limited to: Clean Water Act, Fish and Game Code, Federal and State Endangered Species Acts, NEPA, CEQA, Multiple Species Conservation Program, SCP, NCCPs, etc. Consultants shall possess the ability to prepare technical reports in accordance with City/County/Port procedures and have experience preparing enhancement plans, resource monitoring/mitigation and rehabilitation plans, habitat monitoring and census demographics. Ideal consultants shall possess permits from the U.S. Fish and Wildlife Service to conduct protocol surveys for endangered species and shall have knowledge and familiarity with local biological resources, revegetation, and plant and species management: including plant relocation and/or elimination. These consultants shall also have experience with vernal pool and terrestrial habitat restoration, development of a Resource Management Plan, wetland/saltland-marsh rehabilitation, maintenance, and the monitoring of grading and revegetation plans. Some projects may include grading and landscaping tasks. Experience in the ongoing evaluation of biological services at all levels is a plus.

5. ENVIRONMENTAL / GENERAL EIR/EIS

Consultants shall have experience and knowledge in the implementation of the Federal NEPA and State CEQA statutes. The consultants should also have experience in responding to and implementing local codes and

regulations. Specific experience is required in the environmental review process including: Notice of Exemption, Initial Study, Negative Declaration, Mitigated Negative Declaration, Environmental Impact Reports, and Impact Statements. Topical areas of specialty would be helpful for the following items:

- A. Geological Issues, including Alquist-Priolo Zone Studies, erosion potential, unstable site condition, and adverse impacts to mineral resources;
- B. Water Resources, including quality and/or quantity impacts to surface or ground water;
- C. Air Quality;
- D. Transportation and Circulation factors;
- E. Biological Resources, including endangered species, sensitive habitat lands, impacts to wetlands or wetland buffers, impacts to wildlife dispersal corridors;
- F. Hazards, including hazardous substances and fire safety;
- G. Noise; and
- H. Cultural and paleontological resources.

6. GEOTECHNICAL

Consultants' responsibilities include, but are not limited to, soil testing and sampling, site borings and trenching, geological setting, condition, structure and formation, soil characteristics and grading compressible and expansive soils, ground water and water quality, landslides, geological hazards, and local and regional seismic faults and liquefaction. Selected firms may be required to collect field samples, perform field and laboratory testing, special inspections, per building code, and may be required to do inspections for the construction phase of the project.

7. LANDSCAPE ARCHITECTURE

Landscape Architecture consultants shall indicate the qualifications, experience, licenses and certificates possessed by those employees who will perform these services. Emphasis is placed on experience and knowledge, but is not necessarily limited to: research, site inventory, design guidelines, data gathering and report writing; conceptual design, site development, master planning, irrigation system master planning, analysis for the development of operations and maintenance; landscape design and construction plans and specifications incorporating the Standard Specifications for Public Works Construction and/or the CALTRANS San Diego Regional Standard Drawings, including cost estimates and line item bid schedules for Public Works bidding and construction purposes. Consultants should possess the ability to select proper plant material and design water conserving irrigation systems, to achieve desired effects using drought tolerant species including California natives and extensive experience in designing and preparing bid/construction documents for the public facilities stated below.

In addition to discussion of the types, size, and value of these services performed, discussion of your participation and responsibilities in all phases of site development for each of the landscape architectural services described below is required.

Identify the sub-discipline(s) described below, for which you have extensive experience and are submitting your SOQ. Designation shall be made on the appropriate line in the questionnaire by adding the discipline identification letter(s) after the title of Landscape Architecture.

- A. Parks and Recreation facilities, including:

- a. Active local parks;
- b. Passive local parks;
- c. Camping parks; and
- d. Sports complexes and facilities;
- B. Open space and habitat preservation, restoration and rehabilitation;
- C. Slope stabilization;
- D. Landscaping roads and highways; and
- E. Landscaping public building developments.

The ideal consultant should also have extensive experience utilizing conceptual design experience, using bubble diagrams, sketches, perspectives, renderings, orthographic projections, graphics, etc. Finally, the ideal consultant will show an ability to establish and maintain effective working relationships with public officials and community groups. Experience in making presentations to/at public meetings, and the ability to create consensus among differing opinions/groups.

8. PLANNING SERVICES

Consultants shall have experience completing general plans, large specific plans, and/or special planning studies that may arise periodically in large and populous planning areas. Selected consultants must possess knowledge of State requirements for a general plan and must also have experience preparing large-scale plans and conducting environmental review under the California Environmental Quality Act (CEQA). The types of work consultants might be expected to provide are: planning, research, technical reports, economic/market analysis, feasibility studies, public participation, and presentations before community groups and hearing bodies, and other tasks included in the preparation of general and specific plans.

9. STRUCTURAL ENGINEERING:

The SOQ must clearly specify the sub-discipline(s) for which the consultant is applying, i.e. A, B, or A & B. Indicate (after the discipline title of Structural Engineering) the sub-discipline(s) (A, B or A & B), followed by the name(s) of the sub-discipline for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. BRIDGES

Selected firms must be experienced in all types of design related to bridges, including roadway geometrics, hydrology, and hydraulic analysis, soil mechanics, bridge type selection, transient loadings, current seismic requirements, and computer programs related to bridge designs. Typical tasks may include preparation of plans, specifications, and estimates (PS&E) for design of bridge replacements and/or seismic rehabilitation.

B. BUILDINGS AND OTHER STRUCTURES

Selected firms must be experienced in all types of design related to buildings and other structures. Typical tasks may include structural evaluations of existing buildings, and/or providing plans and specifications for the design of new buildings as per the latest building codes, including current developments in seismic requirements. Consultants may be required to prepare construction plans and specifications for foundations

and superstructures.

10. SURVEYING:

The consultant must submit a separate SOQ for each Surveying sub-discipline (A & B) for which the consultant applies. That is, the consultant must apply for Aerial Surveying / Photogrammetric Services on one SOQ and Land Surveying on another SOQ. Therefore, if applying for both sub-disciplines, submit two separate SOQs. Indicate (after the discipline title of Surveying) the sub-disciplines (A or B), followed by the name of the sub-discipline for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. AERIAL SURVEYING / PHOTOGRAMMETRIC SERVICES

County of San Diego Requirements:

Consultant will provide "In house" Photogrammetric Mapping and Aerial Photographic Services for the County of San Diego. Services to be coordinated through the Field Survey Section of the Department of Public Works.

- a. Photogrammetry services shall include, but not be limited to, photography, compilation and final manuscript on scales from 1" = 20' to 1" = 300'.
- b. Consultant shall be an independent contractor and must have "In house" licensed land surveyor or licensed photogrammetric surveyor, duly licensed under Division 3, Chapter 15 "Land Surveyors", of the Business and Professions Code of the State of California.
- c. Consultant must have "In house" capabilities to provide DWG files in the San Diego County standard layering format as specified in DPW Engineering CADD Standards. DPW Engineering CADD Standards may be obtained from the County of San Diego Web Page at <http://www.co.san-diego.ca.us/dpw/permits-forms/engstd.htm>.
- d. Consultant shall provide services in accordance with the document entitled "Standard Conditions and Specifications for Aerial Surveys and Topographic Mapping by Photogrammetric Methods," revised 1989. Document is available for review or purchase at the County of San Diego, Department of Public Works information counter, located in Building 2, County Operations Center, 5555 Overland Avenue, San Diego, CA 92123.
- e. For as-needed contract services, specific job assignments will be tasked as the requirements for services are identified. Services must be provided within acceptable period of time after a request is received for such work. Consultant shall furnish preliminary estimates of cost and scheduling to County for review. Cost proposals and scheduling must be acceptable to County and approved by the Director or his authorized representative prior to Consultant starting work on any assignment.
- f. County will make available to Consultant relevant and necessary information in its possession relating to each job assigned. Said information will include, but not be limited to, project flight plan and mapping area, and ground control.
- g. Following completion of a project assignment, unless otherwise specified by Field Surveys, Consultant shall submit one comprehensive invoice for the project assignment.

City of San Diego Requirements:

- a. The City's Land Survey Section administers consultant contracts for Aerial Mapping and Photography. The general requirements include Aerial mapping and digital ortho photographs for both linear strip mapping and overview/acreage defined areas.
- b. Photogrammetrist are required to adhere to San Diego County's Standard specifications for Aerial Surveying and Topographic Mapping and the applicable provisions of the Standard Conditions and Specifications for Aerial Surveys and Topographic Mapping by Photogrammetric methods, dated December 1982, unless otherwise denoted in contract.
- c. Generally, mapping will be delivered in 1" = 40' scale with 1' contours, flown at a photo scale of not more than 1" = 300', or for 1" = 20' scale mapping, with 0.5' contours, will be flown at a photo scale of not more than 1" = 200'.
- d. The City will furnish horizontal and vertical ground control for either fully controlled models or analytical bridging solution, but will select the most advantageous method to minimize overall cost. Consultant's preference is to be stated in submittal. Coordination of all Aerial Mapping and Aerial Photography is through Mikeal Obst, Associate Land Surveyor, 858-627-3221.
- e. Consultant shall adhere to the standard formats for .DGN and .TIF file deliverables as detailed in appendices to individual project contracts, per Citywide CAD and Mapping file standards.
- f. Pre-qualified/rotational consultants are required to respond to initial request for services with a fee schedule itemizing standard unit costs in format provided by City Survey Section. This fee schedule proposal will be reviewed to ensure costs for services are within current industry ranges.

B. LAND SURVEYING

Consultants shall provide professional Land Surveying services. Consultants may be required to either provide staff to work with City/County field crews or provide complete surveying services based on a specific scope of work.

County of San Diego Requirements:

- a. County field survey crews typically work a 10-hour, 4-day work week, Monday through Thursday. Field staff provided by the consultant shall be required to conform to the County schedule.
- b. Field staff must be thoroughly familiar with Tripod Data Systems (TDS) data collection software.
- c. Field staff must have an LSIT or a minimum 2 years experience on a field survey crew.
- d. Consultants shall provide data in conformance with the County of San Diego CAD standards; all field collected data will be accomplished using Tripod Data System (TDS) software; descriptor codes for data collections are available from the County field survey section.
- e. Consultants shall have License Surveyors on staff or Registered Engineers authorized to practice Land Surveying.
- f. All electronic data will be provided to the County of San Diego in the current version of AutoCAD 14 and Softdesk 8; alignments, DTMs, surfaces, profiles, x-sections will be created in Softdesk 8.
- g. All original field notes, calculations, and project summaries will be provided to the County of San

Diego.

City of San Diego Requirements:

- a. City of San Diego field survey crews work a 10-hour, 4-day work week, Tuesday through Friday, 6:15AM to 4:45PM. Staff provided by the consultant shall be required to conform to the above work schedule.
- b. Consultant firms will have a Licensed Land Surveyor or Registered Engineer, authorized to practice Land Surveying, in responsible charge of surveying activities in accordance with applicable State of California Business and Profession's Codes and guidelines established by the State Board of Registration for Engineers and Surveyors.
- c. Consultant survey personnel shall have a thorough working knowledge of Tripod Data Systems (TDS) field data collection software and be able to provide field coding formats in accordance with the City standard data collection format for download to Intergraph InRoads Survey/Survey Select CAD applications. Field staff must have a minimum 2 years full time experience on a field survey crew.
- d. Consultants shall provide data in conformance with the City of San Diego Intergraph MicroStation CAD Standards for .DGN file format. All field collected data will be accomplished using Tripod Data System (TDS) software. The City's Survey Section will provide descriptor codes for data collection and field procedures standards.

All electronic data that will be provided to the City of San Diego will conform to the City's CAD standards for level structure and point/line symbology. All project files including project alignments, digital terrain model (DTM) surfaces, profiles, and cross-sections shall be submitted to the City in the current version of Intergraph Microstation .DGN file format. NOTE: The above project files may also be required to be delivered in the current version of AutoCAD .DWG file format.

Copies of all original field notes, traverse closure calculations, project summaries, and time sheets will be provided to the City of San Diego Survey Section via the Project Manager.

11. TRAFFIC ENGINEERING

Consultants will provide a variety of traffic engineering design and traffic engineering study services. Consultants may be required to prepare plans, specifications, and cost estimates for new traffic signal installation, modifications to existing traffic signals and new street light installation. Consultants may conduct traffic engineering studies, such as traffic generation or traffic assignment studies.

APPENDIX - SCOPES OF WORK

SUBMITTAL DUE DATE – JULY 18, 2003 (DISCIPLINES 12 THROUGH 23)

CITY/COUNTY/PORT

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12. ARCHITECTURE:

The consultant must submit a separate SOQ for each Architecture sub-discipline (A, B, & C) for which the consultants applies. That is, the consultant must apply for Architecture on one SOQ and ADA Design / Inspection on another SOQ and Parking Lot Design on another SOQ. Therefore, if applying for all sub-disciplines, submit three separate SOQs. Indicate (after the discipline title of Architecture) the sub-discipline (A, B or C), followed by the name of the sub-discipline for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. ARCHITECTURE (GENERAL)

Consultants will provide professional architectural design services for new buildings and the expansion and renovation of various facilities. Typical responsibilities may include site planning, master planning, structural, mechanical, and electrical engineering, adobe restoration, interior design, and space planning.

B. AMERICANS WITH DISABILITIES ACT (ADA) DESIGN / INSPECTION

Consultant firms must show proficient knowledge in the following areas:

- a. Survey of existing facilities for compliance with the accessibility requirements of the "*Americans with Disabilities Act of 1990*" (ADA, Title II & III as well as ADA Accessibility Guidelines Standards for Access Design). The ADA programs and services provided by state and local government entities, and all new commercial construction as well as alterations and the "path of travel" serving them, be readily accessible to and usable by individuals who have disabilities.
- b. Barrier removal to integrate the letter of the law with the spirit of the law when eliminating barriers

in the built drawings, specifications, and project management to assure that implementation complies with the ADA Accessibility Guidelines (ADAAG)/Standards for Accessible Design.

- c. Training government personnel to identify and properly assess removal or alteration of an existing facility.
- d. Plan check of drawings for alterations or new construction to assure compliance with ADA Accessibility Guidelines.

C. PARKING LOT DESIGN

Parking Lot Design Consultants may provide the following:

- a. Re-design drawings of existing parking lot stripping. Re-design to make code compliant and determine the most efficient use of space.
- b. Engineered design of new Asphalt parking lots and major repairs, include soils engineering if necessary.
- c. Design engineering for the installation of alternate paving products related to storm water runoff.

13. CIVIL ENGINEERING (GENERAL)

Consultants may provide civil engineering investigations, studies, and reports. Consultants may provide preliminary and final design for a variety of civil projects such as roads, drainage facilities, intersections, bicycle routes, right-of-way engineering, traffic signals, and other civil engineering related projects. In addition, the consultant may be required to prepare hydrology, fluvial, drainage, and flood control studies.

14. ELECTRICAL ENGINEERING

Consultants may be required to provide planning, design, plan checking, and electrical inspection of complex building, lighting and power electrical projects, which may include special systems design for telecommunications, alarms, security, and sound and site design. Consultants should have experience with electrical theory, instrumentation, and telemetry.

15. ENVIRONMENTAL / CULTURAL RESOURCES

Cultural resources consultants may be required for tasks involving prehistoric and historic archaeology, history, ethnography, Native American monitoring, and rock art studies. Prospective consultants interested in performing cultural resources services shall indicate qualifications, experience, academic degrees, and certificates that their employees who will be performing these services possess. Key individuals must, depending on the scope of work, meet Federal standards or possess certification in the Registry of Professional Archaeologists (ROPA).

In addition to qualifications of key personnel, the following information will be used in evaluating prospective consultants for cultural resources services:

- A. Discussion of types, size, and value of past projects including difficulties encountered and manner of resolution;
- B. Experience in all levels of studies, including overviews, surveys, test studies, and data recovery projects;
- C. Experience managing public projects, including maintaining effective working relationships with public officials, community groups, and schools; and
- D. Dissemination of results, as demonstrated by papers written and published, presentation to groups, and availability of reports and documents.

16. ENVIRONMENTAL / HAZARDOUS MATERIALS

Consultant firms must have experience in environmental assessment for potential hazardous materials contamination, including historical and subsurface evaluation of all parcels; collecting and analyzing soil samples consistent with the protocols established by the San Diego County Environmental Health Services (EHS) assessment guidelines and consistent with State and Federal requirements for this type of study. Firms will prepare all required reports including a Site Safety Plan (SSP) and full analysis, and the preparation of relevant mitigation measures as determined by analysis. Site-specific experience will include, but not be limited to: site reconnaissance and/or investigation, asbestos inspection, etc. The ideal consultant shall demonstrate the ability to evaluate the potential for the existence of hazardous material and the ability to prepare clear and concise reports and recommendations.

17. HISTORIC PRESERVATION

Historic Preservation consultants may be required for tasks involving historical resources surveys, inventories, preservation planning, cultural, architectural, and historical research identification, architectural preservation, architectural history, history, and historic resources building documentation, registration, and treatment activities. Prospective consultants interested in performing historic preservation services shall meet the Secretary of the Interior Standards for Professional Qualifications.

In addition to meeting professional qualifications, the following information will be used in evaluating prospective consultants for historic preservation services:

- A. Experience in all levels of studies, including reconnaissance and intensive surveys, identification, and evaluation projects;
- B. Experience and knowledge in the implementation of Federal, State, and Municipal, Historic Preservation Statutes and Regulations; and
- C. Experience in managing public projects, including maintaining effective working relationships with public officials, community groups, volunteers, and schools.

18. MARINE ENGINEERING

The Port of San Diego desires marine engineering services from time to time to supplement the District's in-house staff. Engineering services may be needed to support the Port of San Diego's growing Maritime Business, Cruise Business, and recreational boating facilities around San Diego Bay. Such services may include investigations, analyses, calculations, reports and recommendations, engineering plans and specifications, and cost estimates. Though it is not anticipated, the City and/or County may also require marine engineering services.

19. MECHANICAL ENGINEERING

Consultants may be required to design building's HVAC systems, plumbing systems, fire protection, and site utility systems. Submittal of plans and specifications for building's systems would be required.

20. PLAN CHECKING:

The SOQ must clearly specify the sub-discipline(s) for which the consultant is applying, i.e. A, B or A & B. Indicate (after the discipline title of Plan Checking) the sub-discipline(s) (A, B or A & B), followed by the name of the sub-discipline(s) for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline(s) is not clearly indicated, the submittal may be disqualified as non-responsive.

A. COMPREHENSIVE PLAN CHECKING

Consultants shall be principally dedicated to plan reviews for governmental agencies to provide Comprehensive Plan Review Services for all the following design areas: structural (including engineering geology considerations); fire-life safety and disabled access; acoustical analysis; plumbing, mechanical engineering and energy conservation; and electrical engineering. The scope of work includes: engineering review and check for correctness of plans, design calculations, and material specifications for proposed buildings and structures; development of correction lists; transmittal of correction lists, plans and submitted documents to project designers to facilitate correction of drawings, calculations, and specifications; transmittal of correction lists; meet with designers to review/discuss plan corrections made in response to correction lists; transmittal of the approved plans. Upon approval of the submitted plans, the firms will certify in writing that the design is in substantial compliance with applicable local and state requirements.

All structural portions of the review work shall be performed under the direct supervision of a registered "Structural Engineer" licensed by the State of California and shall be performed by ICBO Certified Plans Examiners. All electrical reviews shall be performed under the direct supervision of a registered "Electrical Engineer" licensed by the State of California. All plumbing and mechanical reviews shall be performed under the direct supervision of a registered "Mechanical Engineer" licensed by the State of California.

An operational plan must be submitted and shall include: elements that demonstrate how availability and convenience will be provided for the customer during rechecks; a discussion of turnaround times, and how plans will be transported to and from the requesting agency and to the applicant upon completion of the plan check and approval of the plans; elements that demonstrate how availability and convenience will be provided for the customer when reviewing and approving plan changes. All work shall be performed with in-house staff. Subcontracting of work shall be done only with prior approval.

B. PUBLIC WORKS CONSTRUCTION PLAN CHECKING

Emphasis is placed on:

- a. Experience, knowledge, and the ability to read, interpret, and edit construction plans and detail, as well as technical specifications and bid schedules for code compliance and constructability.
- b. Quality control, completeness, detail, and correlation of documents, and the standard specifications to assure that all items are completely and accurately covered and described, to assure high competition, and obtain the most complete, competent and the lowest bids possible; and to minimize problems, change orders, and claims during and after construction.

It is important during plan check reviews that there is no room for misinterpretation of the plans and specifications which would lead to disagreement between the City/County/Port and contractor and that there are no omissions or discrepancies which would lead to extra work or claims against the City/County/Port. Please note that this service will consist of the review of other design firm's plans and specifications, the evaluation of cost estimates, and recommendations, changes, additions or deletions in all areas of their work to assure a complete, accurate and high quality product for bidding and construction purposes. Note: Ultimate responsibility for errors and/or omissions of plans and specifications will continue to rest with the originating design firms.

21. PROJECT MANAGEMENT - STAFF EXTENSION

- A. Interface with City/County/Port departmental users/customers, attend meetings, brief departmental points of contact on project status, and maintain City/County/Port provided project schedule and fiscal tracking reports.
- B. Prepare project scoping documents which should include: written description of scope and verification of program, schematic and single line drawings, and digital photo documentation of area of work.
- C. Prepare budget cost estimates, and coordinate preparation of more detailed cost estimates by subconsultants.
- D. Coordinate the preparation of design and construction documents by consultant design professionals.
- E. Provide the full range of construction administration services which should include: quality control plan review, coordination of plan check through City/County/Port Building Department, public bidding, site observation, coordination of City/County/Port and subconsultant building inspection services, construction contractor payment review, and delivery of project to City/County/Port Facilities Operations Division with all closeout documentation.

22. SUBSURFACE UTILITY ENGINEERING (SUE)

Consultants to identify and establish location of existing underground and/or overhead utilities within proposed project limits for Capital Improvement Projects. Required subsurface utility engineering services shall include, but not be limited to:

- A. Identifying presence of existing underground utilities and their horizontal and vertical locations through application and interpretation of geophysical techniques, which include, but are not limited to, electromagnetic, magnetic, vacuum extraction, and elastic wave methods.
- B. Characterizing utility position, composition, size, ownership of existing facilities, and other data that may be

reasonably obtained about the utility and its surrounding environment through non-destructive excavation techniques.

Consultants must have thorough knowledge of and considerable experience in Subsurface Utility Engineering, and practice acceptable techniques (i.e. vacuum extraction, electromagnetic, etc.) in determining presence and location of subsurface utilities. Consultants shall have demonstrable experience in surveying, traffic control, and pavement restoration. Consultants must provide qualified and experienced staff and all necessary equipment to perform subsurface utility engineering tasks.

23. WATER/WASTEWATER ENGINEERING:

The consultant must submit a separate SOQ for each Water/Wastewater Engineering sub-discipline (A & B) for which the consultants applies. That is, the consultant must apply for Facilities on one SOQ and Pump Stations on another SOQ. Therefore, if applying for both sub-disciplines, submit two separate SOQs. Indicate (after the discipline title of Water/Wastewater Engineering) the sub-discipline (A or B), followed by the name of the sub-discipline for which the qualified consultant is submitting the SOQ on the appropriate line in the SOQ Questionnaire. If the sub-discipline is not clearly indicated, the submittal may be disqualified as non-responsive.

A. FACILITIES

Consultants should be multi-disciplined and capable of providing civil, mechanical, structural, electrical and instrumentation, and control engineering services for water and wastewater facilities. Consultants may be called upon to prepare plans, specifications, and cost estimates, and conduct planning studies for water and wastewater facility upgrades, expansions or new construction. Examples include designing new facilities, such as water distribution systems, sewer systems or odor control systems, siting new facilities, projecting capacities based on land use designations and community plans, developing capital improvement plans and preparing discharge permit applications and basin plan amendments.

B. PUMP STATIONS

Consultants shall demonstrate their ability to provide planning and design for water and wastewater pump stations. Duties may include preparation of plans, specifications, and cost estimates for upgrades or new stations. Typical projects may include seismic retrofits for structurally improving walls and roof systems, level sensor upgrades, telemetry system improvements, minor drainage improvements, and improvements to cathodic protection systems.